

ADDENDUM TO OPERATING INSTRUCTIONS FOR APM INTRODUCTORY CERTIFICATE ONLINE PORTAL

Log in to Questionmark in usual way

ADDING A CANDIDATE FOR PROCTORING

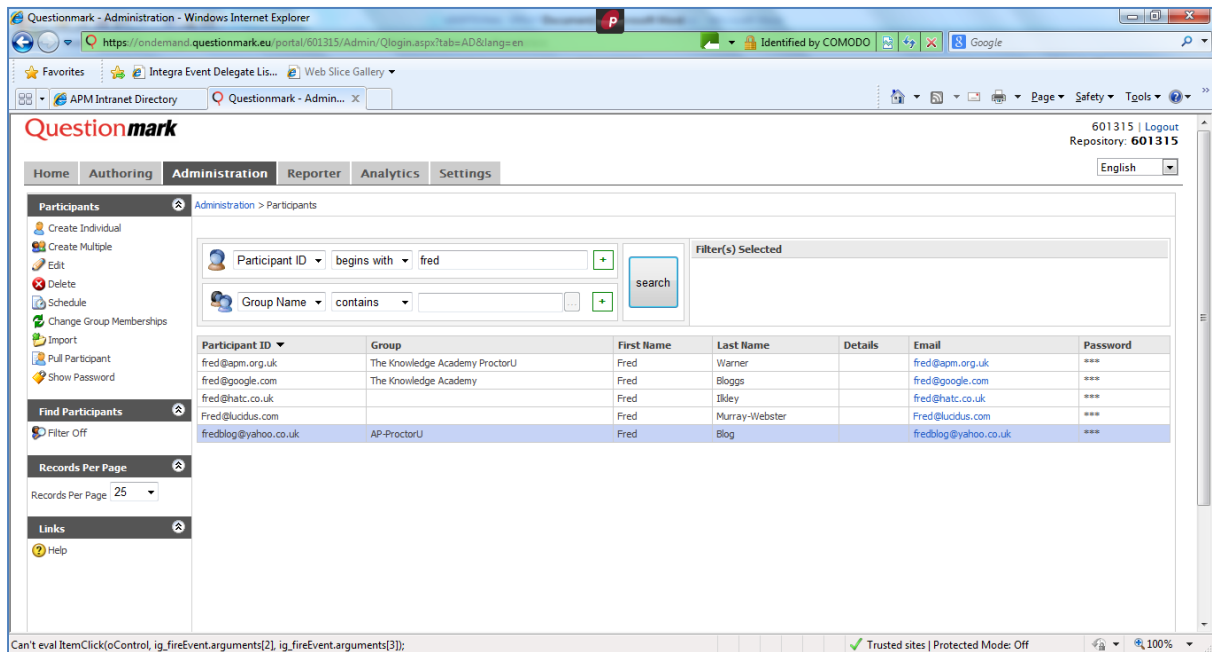
The screenshot shows the Questionmark Administration interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://ondemand.questionmark.eu/portal/601315/Admin/Qlogin.aspx?tab=AD&lang=en>. The page title is "Questionmark - Administration". The navigation menu includes Home, Authoring, Administration, Reporter, Analytics, and Settings. The "Administration" tab is selected, and the sub-menu "Participants" is active, showing the "Create Individual Participant" form. The form has tabs for Participant, Primary, Secondary, Details, and Other. The "Participant" tab is selected. The form fields are: Participant ID (fredblog@yahoo.co.uk), First Name (Fred), Last Name (Blog), Password (BLOG123), Email (fredblog@yahoo.co.uk), and Group Membership (AP-ProctorU). A black arrow points from the "Next >>" button to the "Password" field. The "Next >>" button is highlighted in blue. The "Finish" and "Cancel" buttons are also visible. The bottom status bar shows "Can't eval ItemClick(oControl, ig_fireEvent.arguments[2], ig_fireEvent.arguments[3]);" and "Trusted sites | Protected Mode: Off".

PASSWORD: Must be minimum of 6 characters long for proctoring.

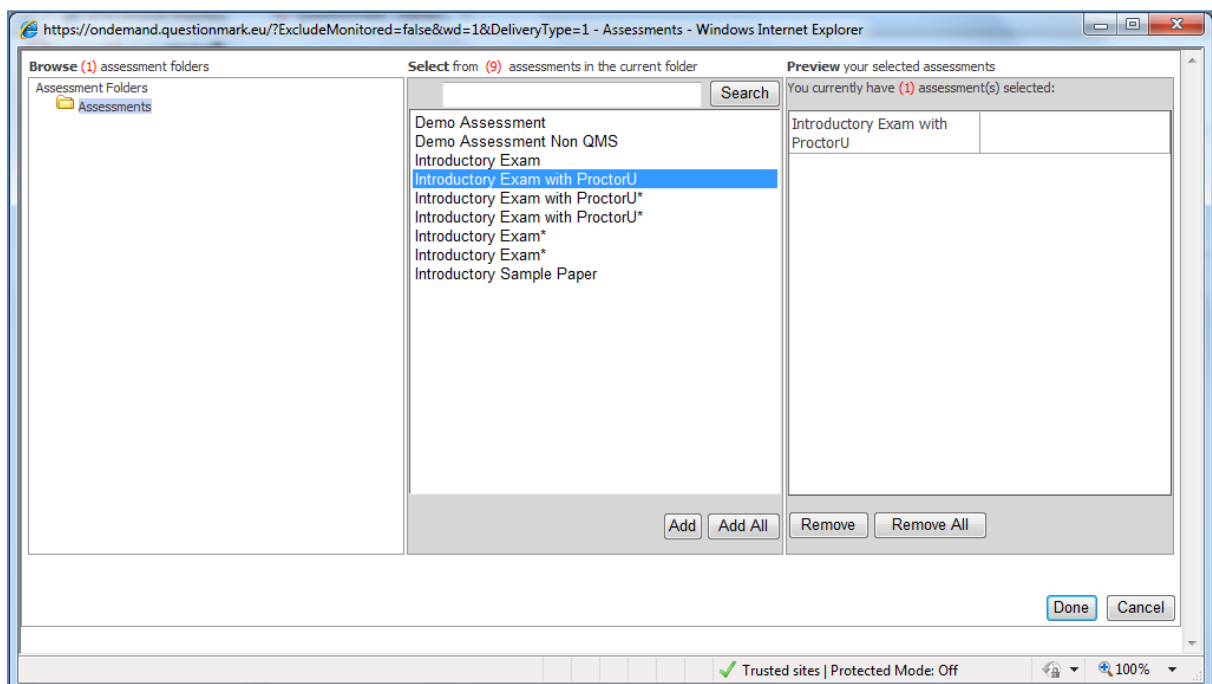
Characters can be alpha/numeric. If using surname in capitals as password add sufficient numbers or letters to give minimum of 6 character password.

GROUP: Participant must be added to your xxx-ProctorU Group which will be seen when you log in to Questionmark.

SCHEDULING proctored exam



Select participant from list & click Schedule in left hand toolbar. For more than one candidate select multiple and ensure they are in the same ProctorU group.



Add Assessment: Introductory Exam with ProctorU

Questionmark - Administration - Windows Internet Explorer

https://ondemand.questionmark.eu/portal/601315/Admin/Qlogin.aspx?tab=AD&lang=en

Questionmark Computing Limited

Administration > Schedules > Participants > Schedule Management

Schedule type: Web Delivery Test center

Assessments Schedule Participants

Schedule name: Introductory Exam with ProctorU

☒ Limit attempts: 1

☐ Review Results Assessment enabled

☐ Override time limit: minute(s)

☐ Limit days between retakes: day(s)

☐ Set access period

Start Date: 3 October 2013 Time: 00:00

End Date: 4 October 2013 Time: 23:59

☒ Require monitoring

<< Back Next >> Finish Cancel

Can't eval ItemClick(oControl, ig_fireEvent.arguments[2], ig_fireEvent.arguments[3]);

Trusted sites | Protected Mode: Off

Schedule tab: Limit attempts to 1

Questionmark - Administration - Windows Internet Explorer

https://ondemand.questionmark.eu/portal/601315/Admin/Qlogin.aspx?tab=AD&lang=en

Questionmark Computing Limited

Administration > Schedules > Participants > Schedule Management

Schedule type: Web Delivery Test center

Assessments Schedule Participants

Schedule participant(s) as members of: AP-ProctorU

Please Note: Only groups shared by all scheduling participants are listed.

Participant ID	Group	Details
fredblog@yahoo.co.uk	AP-ProctorU	

☒ Email broadcast

<< Back Finish Cancel

Can't eval ItemClick(oControl, ig_fireEvent.arguments[2], ig_fireEvent.arguments[3]);

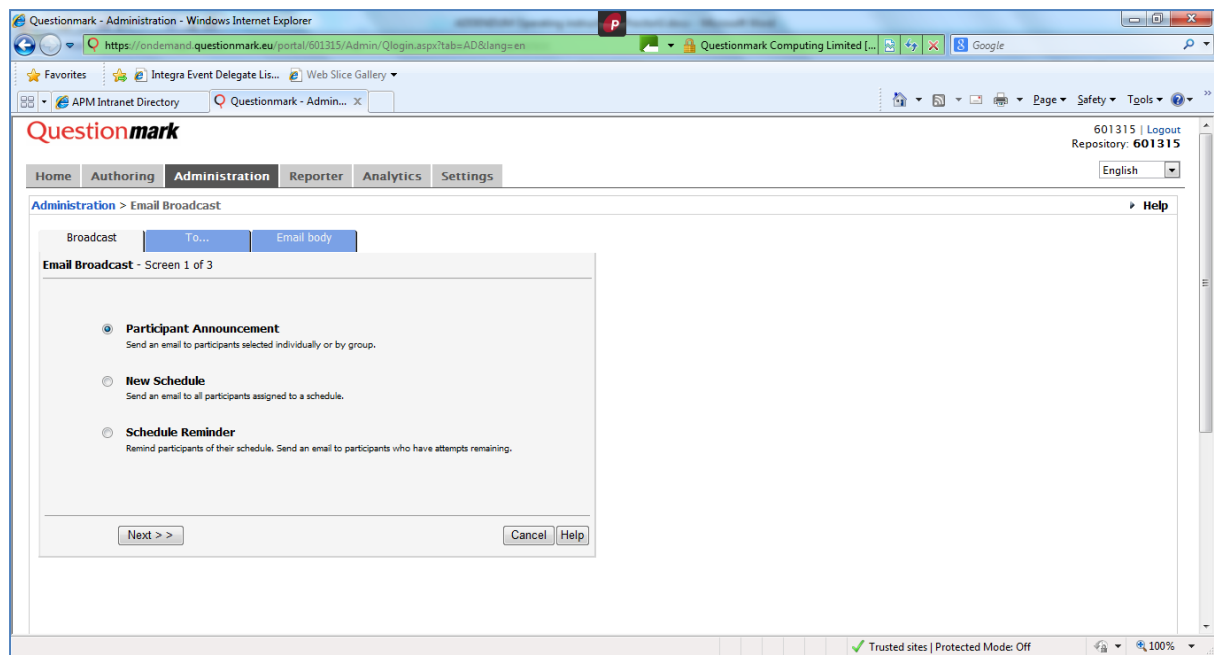
Trusted sites | Protected Mode: Off

In Participants tab you will now see candidate added to the Group and scheduled to take the exam with proctoring.

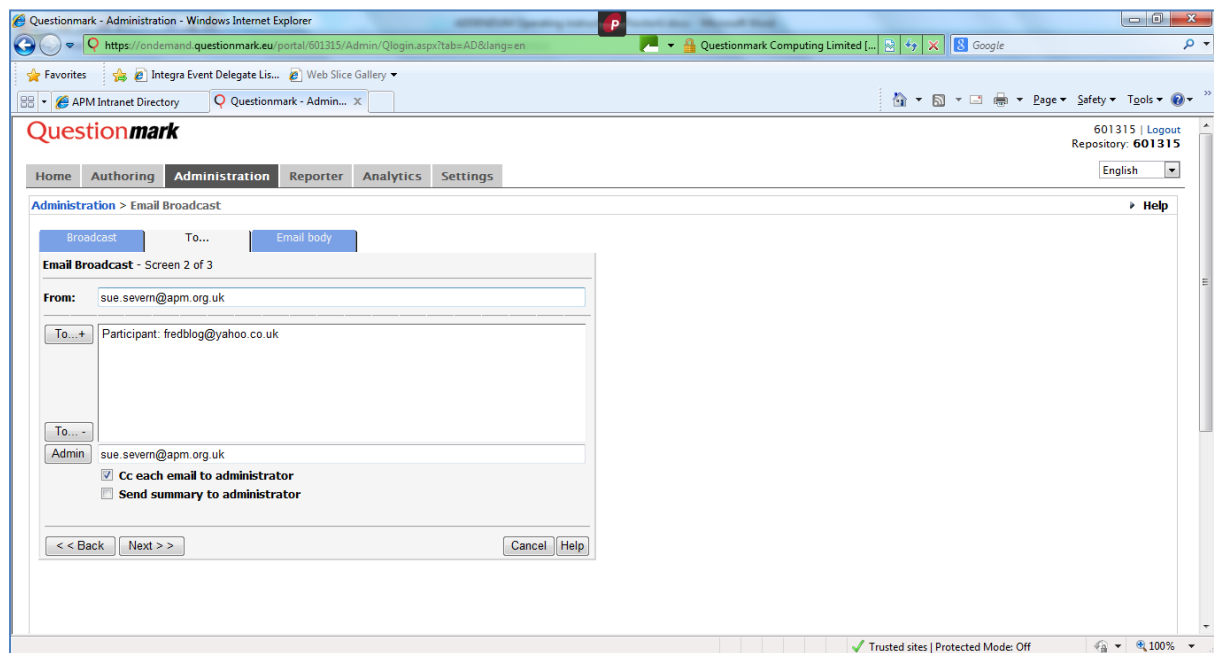
Click Finish.

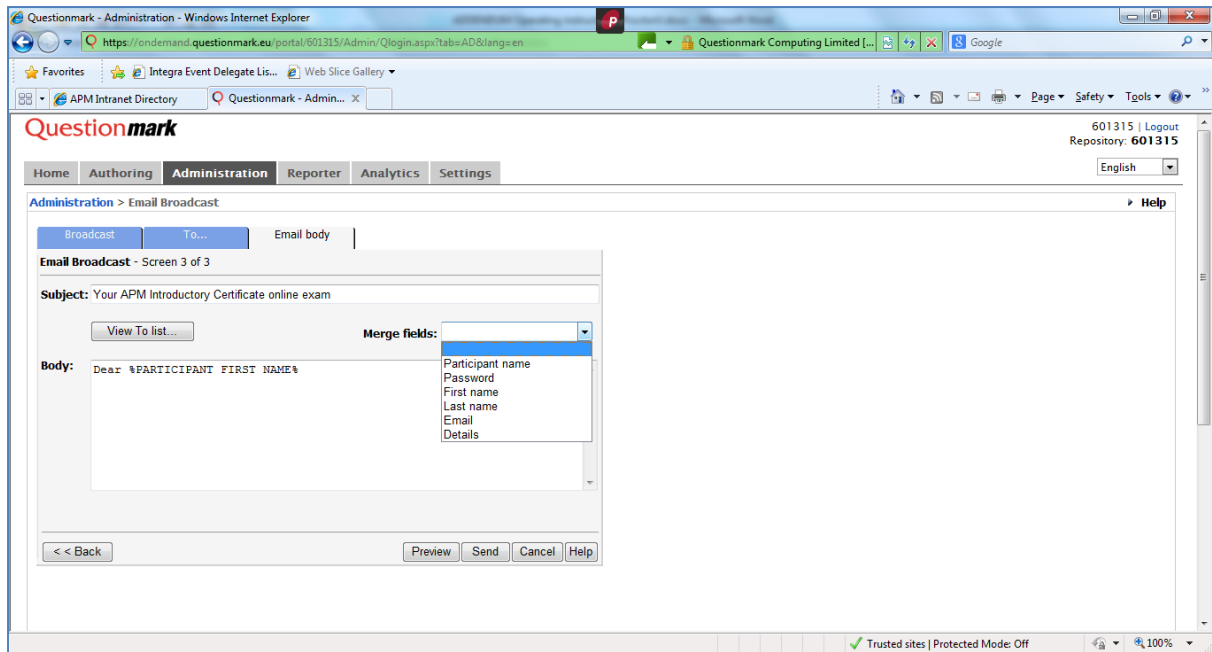
Next step is to email candidate(s) the required information for proctoring. This email must go at the same time as the candidate is registered and scheduled with proctoring.

Go to Adminsitration tab and select Email broadcast tab

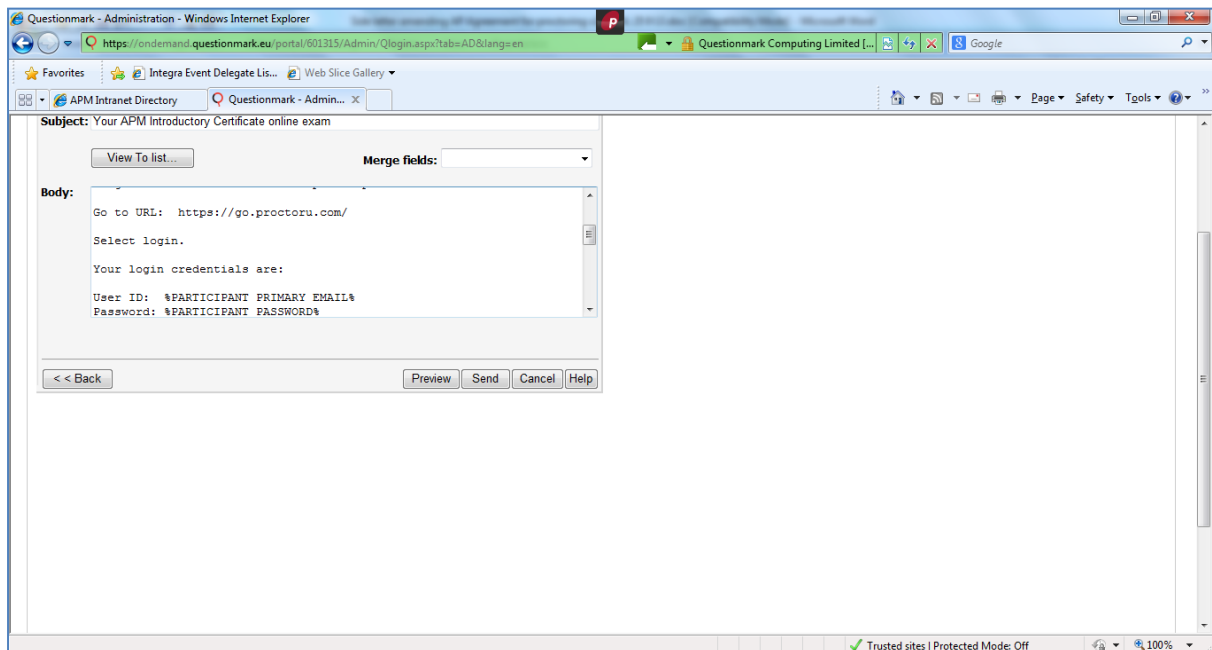


Select Participant Announcement which allows you to send to one or more individuals in a scheduled group.

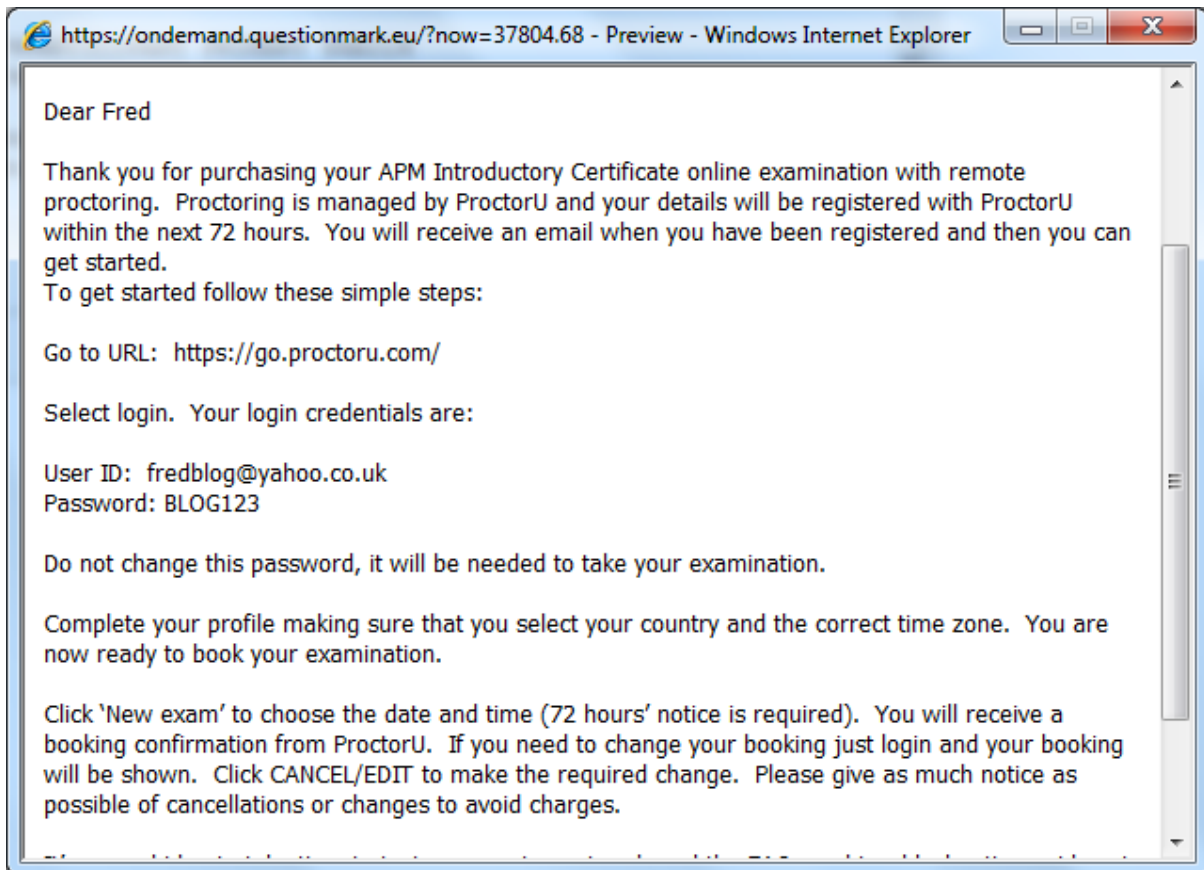




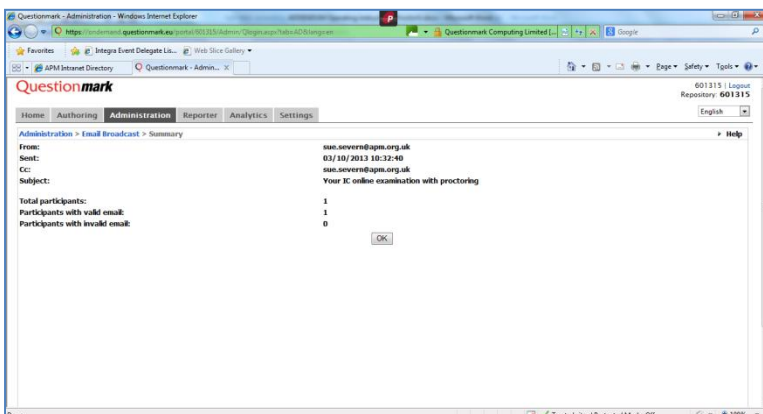
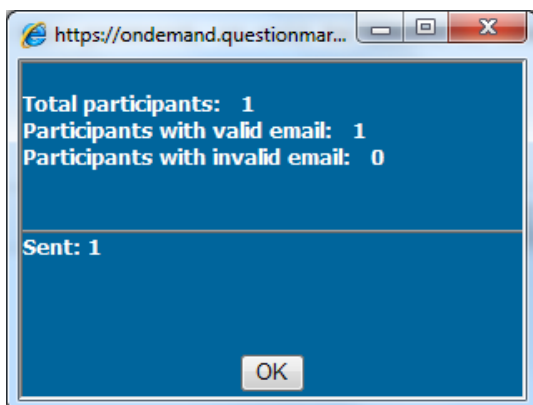
Go through tabs using dropdown list to include fields required and send candidate the standard email confirming proctoring (Appendix I in Agreement for IC online):



From this screen you are able to preview the email, see a list of recipients by click the View To list.



When you are ready click 'Send' and you will receive a copy if requested and on-screen confirmation that the email has gone.



APPENDIX I

EMAIL TO BE SENT TO ALL CANDIDATES WHEN UPLOADED TO PROCTORU GROUP: This email must be sent when the Participant upload to Questionmark is completed to ensure that candidates are aware that they will hear direct from ProctorU.

Dear [candidate],

Thank you for booking to take your APM Introductory Certificate online examination with remote proctoring.

Proctoring is managed by ProctorU and your details will be registered with ProctorU within the next 72 hours. You will receive an email when you have been registered and then you can get started.

To get started follow these simple steps:

Go to URL: <https://go.proctoru.com/>

Select login. Your login credentials are:

User ID:

Password:

Do not change this password, it will be needed by you to take your examination.

At ProctorU, please complete your profile in the My Profile tab making sure that you select your country and the correct time zone. You are now ready to book your examination.

Click 'New exam' to choose the date and time (72 hours' notice is required). You will receive a booking confirmation from ProctorU. If you need to change your booking just login and your booking will be shown. Click CANCEL/EDIT to make the required change. Please give as much notice as possible of cancellations or changes to avoid charges.

You will need to show the proctor photo ID when you take the exam a passport, driving licence, or company or student ID card are acceptable. You will also need something with a reflective surface such as a CD case or mirror to show the proctor the front of your computer screen.

It's a good idea to take time to test your equipment and read the FAQs and troubleshooting guides at <https://go.proctoru.com/> you can also get live help from ProctorU.

Good luck with your examination.